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NO CHANGE in Class.

Class. Management Improvement (C) Accomplishments and Objectives

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Accomplishments, FY 1954 028

DD/A Area

1. A Management Survey of the entire Logistics Office was completed which resulted in organizational and staffing changes designed to clarify and refine functional responsibilities and improve manpower utilization.
2. Management Surveys to improve organization and reviewing staffing requirements were initiated in Security Office and Office of Training.
3. Logistical support base studies were completed for [REDACTED] 25X1A6a
4. A Materiel Reference Data Manual of 735 major supply items was completed and distributed.
5. Two manuals have been prepared, one for headquarters and one for the field, in which investigative standards and uniform procedures for all clearance work is clearly set forth.
6. Improved hospitalization insurance and a life insurance plan were made available to Agency personnel.
7. Agency personnel utilization has been improved by the installation of a comprehensive and integrated in-service placement program, which has provided for Placement Officers assisting operating officials in the assignment and development of their personnel.
8. Developed Handbook for Finance Division setting forth procedures for completely decentralizing accounting operations relating to confidential funds.
9. Developed and installed a procedure for decentralized control records over confidential funds allotments by allottees in all staff and area Divisions of DD/P.
10. Assisted in developing new or revised plans for the administrative control over approximately 140 special project activities which utilize Agency funds.
11. Reviewed items of medical supplies used throughout the Agency and reduced approximately 5000 items carried in stock to about 2500 line items. Also provided for standardization of these items under genuine names rather than trade names.

12. Initiated a stock rotation plan to prevent deterioration and spoilage of drugs and pharmaceuticals carrying expiration dates.

Objectives, FY 1955

1. Management Studies to review the organization and staffing requirements of the Medical Office, Office of the Comptroller, and the Auditor-in-Chief will be undertaken. Similar Surveys in Security Office and Office of Training, initiated in FY 1954, will be completed.
2. Effort will be directed towards strengthening the Agency Career Staff and developing criteria for use in selecting individuals who will participate in this program.
3. Develop and issue a logistics planning manual for use by operational personnel in the development of logistics support plans.
4. Establishment of a method whereby operating personnel of other components of the Agency may be assigned for tours of duty with the Office of Training as instructors in various highly specialized fields.
5. Prepare and issue a manual for the guidance of Security Officers overseas and detailed to Headquarters components other than Security Office.
6. Improvement of budgeting as an information tool of control by developing a budgetary reporting system designed to give an analytical comparison of the actual operating results with the budget plan.
7. Further coordination of accounting and budgetary data in order to improve the cost information on which operating analyses and operating policy decisions can be made.
8. Study the possibility of using electronic data processing machines in order to increase efficiency and decrease costs.
9. Survey of present systems in Fiscal Division to determine the feasibility of extended utilization of electric accounting machines.
10. Establishment of a Career Staff consisting of a carefully selected and trained group of employees who intend to make a career with the Agency.
11. A 25% reduction in the Agency cable traffic will be an objective during this fiscal year. It is expected that much of this reduction can be effected by diverting cables to pouch channels whenever practiced.
12. A comprehensive study of the disposal of classified waste will be undertaken to evaluate present burning and pulping methods, the extent of commercial and government research on the pulping process, and determination of the most effective and secure method for use by the Agency.